**Minutes of the Active Humber**

**Company Board meeting**

**17th June 2022**

**Meeting held via Teams**

**Present Trustees/Directors**

Richard Smith (RS) Chair/Trustee

Chris Adams (CA) Trustee

Steve Curtis (SC) Trustee

Natalie Murphy (NM) Trustee

Rebecca D’Arcy (RD) Trustee

Bibhash Dash (BD) Trustee

Richard Skewis (RSK) Trustee

**Apologies**

Jane Stafford Trustee

Claire Pickthall Trustee

**Supporting Officers**

David Gent (DG) CEO

Nicola Massingham (NMM) Head of Development

Kerry Conner (KC) Head of Business Support

Sam Keighley (SK) Strategic Director, YSF (Extended Workforce Role)

Jo Marwood (JM) Living Later Life Well Project; Community Outreach

Manager *(agenda item 2 only)*

Adam Wrightham (AW) Development Manager (*agenda item 2 only)*

**1 Welcome and Apologies**

RS welcomed everyone to the meeting. Apologies received and noted above. RS welcomed Bibhash and Rebecca to their first meeting.

**2.** **Learning Sessions**

As part of the ongoing Board Evaluation, three learning sessions were presented and discussed at the meeting as follows;

1. Living Later Life Well Project, Jo Marwood, Community Outreach Manager presentation
2. MS/ Parkinson’s physical activity programme, Trinity Boxing Club; video
3. Extended Workforce; Sam Keighley, Yorkshire Sport Foundation.

The Chair thanked Adam Wrightham, Jo Marwood and Sam Keighley for their presentations.

**3 Declaration of Interests**

There were no declaration of interests to record.

**4 Company board minutes of the meeting held on the 25th March 2022.**

The minutes from the meeting held on the 25th March 2022 were agreed as a true and accurate record of the meeting held.

**5 Matters arising and Action Log**

DG reported and gave feedback on the action log to the board. All actions outlined within the action log have either been completed, or are on the meeting’s agenda for discussion.

**6 Board Strategy and Business Plan**

DG presented to the Board a paper on Board strategy and business plan for approval. The paper and presentation was discussed in full and the contents noted.

Resolutions:

The Board approved the following recommendations;

1. Noted and accepted the contents of this report around the annual

report, Active Humber conference and the Active Lives Adult survey results.

2. Approved the use of the 7 agreed measures to measure performance as at

 agenda item 2.4.

*ACTION* - BH, SK & DG BH; *How do we add a measurement that is not just*

*focused on levels of physical activity but also around the impact physical*

*activity has around mental health, welling, confidence and the overall positive impact. This would support wider system partners.*

3. Approved the proposed strategic and business planning process.

4. Approved the business plan 2022/23.

5. Approved the external facing strategy - *Uniting the Movement across the*

*Humber.*

6. Agreed, that the CEO brings policy papers to the future board meetings to

explain in more detail the approach around the areas of;

* Policy context - October 2022
* Place based-working - December 2022
* Physical Activity Community Engagement (PACE) network - March 2023

**7 Exemplar**

DG presented to the board the ‘Exemplar’ paper, for information, this paper was discussed in full and the contents of the paper noted.

The Board approved the following recommendations;

**Governance**

1. Received the GSC minutes of the 17th May 2022.
2. Agreed that the next board learning event will take place at the October board meeting and the topic(s) in line with the advice given to officers in this meeting. *ACTION: Ideas for agenda to be shared with DG/KC*
3. Received the progress on safeguarding and to approved the revised Action Plan 2022/2023.

**Finance and Business Planning**

1. Received the minutes of the Finance and Audit Committee, 17th May 2022.
2. Received that the actions from the BDO external audit report have all been actioned and BDO informed.
3. Accepted the HBS report as presented to the board and the recommendations contained within it.
4. Agreed in principle to make a decision on an additional cost of living increase once we have received the draft annual accounts. This decision can be made via email. ACTION: formal decision to be made once annual accounts have been received.
5. Received the presentation on ‘Funding to Active Humber, via Active Humber and into the Humber’ and received further reports on this at future board meetings.

**Team and People Development**

1. Noted the ongoing changes in the staffing structure.

**8 Inactivity**

DG presented the inactivity paper. The paper was discussed in full and the contents noted.

The Board approved the following recommendations;

1. Received the contents of this report.

2. Approved the proposed strategic approach to workforce planning and task

officers with developing a plan of action and reporting to the board in due

course on the progress made. *ACTION: Action plan to be developed.*

3 Approved the place based way of working proposed in the paper using the

principles contained within the Sport England document [Putting it into practise](https://drive.google.com/file/d/1-MYX9E1d7lj8BCWp705S74asMoIhPlim/view?usp=sharing)

*ACTION: A proposed paper to be developed for the next meeting.*

**9 Inequalities**

DG presented the Inequalities paper for information. The paper was discussed in full and the contents noted.

The Board received the following recommendations;

1. Received and noted the work being undertaken in the area of Children and Young People.
2. Received and noted the work being undertaken in the area of Adults
3. Received and noted the work being undertaken in the area of inclusion
4. Received and noted the efforts being undertaken to support the Ukrainian refugee crisis.

**10 Advocacy**

DG presented the Advocacy Paper for information. The paper was discussed in full and the contents noted.

The Board approved the following recommendations;

1 Received and noted the work being undertaken through the use of insight tools

and local briefings to upskill our partners on insight.

2 Received and noted the involvement of Active Humber in the policy paper

around levelling up from Policy Yorkshire.

3 Agreed the initial priorities for the extended workforce work across the

Humber as outlined at point 2.2.3.

4 *ACTION; The CEO to arrange a meeting between Phil Smith, the chair and*

*himself to introduce Phil to the work of Active Humber and the ongoing issues*

*we face.*

5 Approved the production of an advocacy plan to help in the achievement of

Advocate goal.

6 Agreed the appointment of the Advocacy and Influence committee (AIC), with

the initial members as Natalie, Rebecca and Bibhash. Terms of reference and

work plan to be agreed at the next board meeting. *ACTION: KC to arrange dates.*

7 Received and noted the work undertaken in Quarter One on the ‘Promote’

objective.

**11 Any Other Business**

There was no other business.

**12** [Date of next meetings](https://docs.google.com/document/d/1EGL5mTMXYXkT2lVRGJ3-8UriLlTbvrykmClqpLyPEvs/edit?usp=sharing)

* 7th October 2022 \*\*\*NEW DATE\*\*\*
* 9th December 2022
* 24th March 2023
* 16th June 2023
* 29th September 2023

 **13 Board review (without staff in attendance) -** The board reviewed the

 meeting.

**14 Close of meeting -** The meeting closed at 11.55.